

CITY OF SAN ANTONIO DEVELOPMENT SERVICES DEPARTMENT

Contractor Application Requirements (Electrical Contractors / Electrical Sign Contractors)

REQUIRED INFORMATION for initial registration of an Electrical Contractor and/or Electrical-Sign Contractor with the City of San Antonio for permit privileges is listed as follows:

1. The following individuals must be present:

- Person whom the Electrical/Electrical-Sign Contractor's license was issued to by the Texas Department of Licensing (TDLR).
- Person who is the responsible Master of Record for the Contractor's license (if not the same person of the Contractor license).

2. Applicant (*Licensed State Contractor*) must submit a complete and notarized application, and attach the items listed below pertaining to the applicant.

- **NOTE:** *Business name under contractor information must be identical as to what the state contractor license reads.*
- **NOTE:** Application will have an area to list the Master of Record and authorized personnel to obtain permits under the contractor's license (only persons listed will be acknowledged when obtaining permits).

3. Copy of the State Contractor's License Certificate will be required at the time of application. (Electrical Contractor or Electrical Sign Contractor)

4. Copy of the State Master of Record Certificate will be required at the time of application. (Master Electrician or Master Sign Electrician)

5. Liability insurance will be required at time of application

- **MUST BE** Typed (by the insurance company), Current, and in the minimum amount required by the Texas Department of Licensing
- **MUST LIST** the City of San Antonio designated as the Certificate holder (This will assure us proper notification from Insurance Company, if insurance were to be cancelled while Contractor's License is on active status within our jurisdiction)
- **MUST LIST** the *State Contractor's License Holder's Name* with the *State Contractor Business Name* (not the master of record)

6. Bond will be required at time of application

- **MUST BE** Original, Typed (by bonding company) with Original Power of Attorney
- **MUST BE** current and in the minimum amount of \$1,000.00
- **MUST LIST** the *State Contractor's License Holder's Name* with the *State Contractor Business Name* (not the master of record)
- **MUST BE** made payable to the City of San Antonio

7. Registration fee will be required at time of application.

- \$75.00 (Note: check or money order should be made out to the City of San Antonio)

Contractor registration cards will be issued to all qualifying applicants in the mail.

**CITY OF SAN ANTONIO
DEVELOPMENT SERVICES DEPARTMENT**

Electrical Contractors / Electrical Sign Contractors Guidelines

The applicant will be responsible for following all set guidelines and amendments to 2002 National Electrical Code found in our City Code Chapter 10 Entitled “Electricity” and the Chapter 28 Sign and Billboard Code. The Chapter 10 “Electricity” and Chapter 28 “Signs and Billboard” Codes can be found at the Municode website address: http://www.municode.com/Resources/online_codes.asp

The applicant will also be responsible for being familiar with the guidelines and rules of the City Public Service Handbook (utility company). Contact CPS, Customer Service at 210-353-3333 to obtain the handbook.

All rules outlined by TDLR governing State Issued Contractors licenses and all other licenses will be strictly enforced along with all requirements outlined in the Chapter 10 “Electricity” and Chapter 28 “Signs and Billboard” Codes. (Includes but not limited to the following: licenses in possession at all times along with photo I.D, proper identification on all vehicles)

Renewal Fee will be \$75.00, along with the following *if* the below listed is expired:

- Current insurance (with the above mentioned format requirements)
- Current bond (with the above mentioned format requirements)
- Current state contractor’s license.
- * **NOTE:** It is the responsibility of the license holder to renew their contractor’s license annually.

Development and Business Services Center is located at:

1901 South Alamo St. 1st floor
San Antonio, TX 78204

Maps showing areas covered by each inspector along with phone numbers are available upon request at the application counter.

Questions can be directed to Raymond Martinez, Acting Chief Electrical Inspector, at 210-213-5808 or e-mailed to: RaymondM@sanantonio.gov.



City Of San Antonio
Development Services Department
1901 S. Alamo
San Antonio, TX 78204

INTAKE STAFF INFO

STAFF NAME: _____

DATE PAID: _____

EXP. DATE: _____

CONTRACTOR APPLICATION

CONTRACTOR APPLICANT INFORMATION				Electrical	Sign
NAME:			TITLE:		
DATE OF BIRTH:	SSN:	PHONE:			
ADDRESS:	CITY:	STATE:	ZIP:		
STATE CONTRACTOR'S LICENSE NUM.:			EXP. DATE:		
BUSINESS NAME:					
BUSINESS MAILING ADDRESS:					
CITY:			STATE:	ZIP:	
PHONE:			FAX:		
E-MAIL ADDRESS:					
MASTER ELECTRICIAN / MASTER SIGN ELECTRICIAN OF RECORD INFORMATION					
NAME:					
DATE OF BIRTH:	SSN:	PHONE:			
STATE MASTER'S LICENSE NUM.:			EXP. DATE:		
CURRENT ADDRESS:					
CITY:			STATE:	ZIP:	
PHONE:			FAX:		
E-MAIL ADDRESS:					
COMPANY PERSONNEL (AUTHORIZED PERSONNEL TO PULL PERMITS) To list more list/attach on a separate sheet.					
NAME:			TITLE:		
PHONE #:			Trade Lic. Num. (if applicable):		
ADDRESS:	CITY:	STATE:	ZIP:		
NAME:			TITLE:		
PHONE #:			Trade Lic. Num. (if applicable):		
ADDRESS:	CITY:	STATE:	ZIP:		
NAME:			TITLE:		
PHONE #:			Trade Lic. Num. (if applicable):		
ADDRESS:	CITY:	STATE:	ZIP:		
CO-OWNER INFORMATION (IF JOINT OWNERSHIP)					
NAME:			TITLE:	Phone #:	
ADDRESS:					
CITY:		STATE:	ZIP:		
SIGNATURES					
SIGNATURE OF APPLICANT:					DATE:
SIGNATURE OF MASTER/MASTER SIGN ELECTRICIAN:					DATE:

Sworn to and subscribed before me, the undersigned authority, this ____ day of _____
20____.

State of Texas, Notary Public

**CITY OF SAN ANTONIO
DEVELOPMENT SERVICES DEPARTMENT**

Local Master Electrician/State Electrical Contractor

STATE OF TEXAS }
COUNTY OF BEXAR }
CITY OF SAN ANTONIO }

BOND NO. #####

WHEREAS, LICENSE HOLDER'S FULL NAME, STATE CONTRACTOR BUSINESS NAME, address **BUSINESS ADDRESS**, hereinafter referred to as "**Principal**", has made an application to the City of San Antonio for a license to install and/or alter electric wiring, devices and or equipment in the City of San Antonio as a Local Master Electrician/State Electrical Contractor provided for in the Electrical Ordinance, passed and approved on the 10th day of June, 1976, as amended; now therefore.

Know all men by these presents, that LICENSE HOLDER'S FULL NAME, STATE CONTRACTOR BUSINESS NAME as principal, and **SURETY COMPANY NAME**, as surety, a recognized Surety Company authorized to do business in the State of Texas, acknowledge ourselves bound and obligated to pay to the City of San Antonio, its successors and assigns, the sum of one thousand (\$1000.00) dollars;

Conditioned that the *Principal* will, in good faith, comply with all the terms of City Ordinance No. 46750, dated June 10, 1976, as amended the same being otherwise known as the Electrical Ordinance.

This bond and obligation shall continue in full force and effect from the date of its approval by the City Clerk of the City of San Antonio until the **EXPIRATION DATE** and shall be subject to successive recoveries within the sum above limited.

This bond is subject to cancellation by either the *Principal or Surety* herein, upon either of them giving ten (10) days notice in writing to the City of San Antonio, but such cancellation shall not affect or limit any liabilities for any breach of the conditions of this bond prior to its cancellation.

WITNESS our hands and seals this the DAY of MONTH, YEAR.

ORIGINAL SIGNATURE OF LICENSE HOLDER

Principal's Signature

SURETY COMPANY NAME

Surety Company

BY: ATTORNEY-IN-FACT

Attorney-in-fact

APPROVED:

DATE: _____

BY: _____

Chief Electrical Inspector

**NOTE: ALL BONDS MUST BE TYPED BY BONDING COMPANY, ORIGINAL
WITH SURETY SEAL, AND POWER OF ATTORNEY ATTACHED**